

Chilton, Wisconsin
September 1, 2020

The regular meeting of the Chilton Common Council held in the council chambers at the city hall was called to order at 6:30 p.m. with Mayor Thomas J. Reinl presiding.

AGENDA POSTING:

On 8/28/2020, copies of the agenda were delivered to the Mayor, Aldermen, City Department Heads, City Attorney and were made available to the media, and posted on the City Hall bulletin board and posted on the City web page.

ROLL CALL:

Mayor Thomas J. Reinl and eight members of the Council were present at roll call:

Council Member Mike Goebel	Council Member Ron Gruett
Council Member Clayton Thornber	Council Member Andrew Deehr
Council Member Kathy Schmitzer	Council Member Peggy Loose
Council Member Joe Schoenborn	Council Member Jon Kragh (joined at 6:32pm)

Other city officials present were Director of Public Works Chris Marx, City Attorney Derek McDermott, Administrator David DeTroye, Fire Chief Ben Schoenborn and Deputy City Clerk Lisa Meyer. Also in attendance Betty Schilling, Chilton Journal, Library Director Glenny Whitcomb, Library Assistant Rebecca Barry, Police Officer Steve Petrie, Part-Time Police Officer Morgan Winkler, Ray Mueller and Rick Jaeckels. Dave Kohls, Tri-County News, Police Chief Craig Plehn and Council Member Jon Kragh joined the meeting remotely.

Those in attendance recited the Pledge of Allegiance.

Motion by Schmitzer, seconded by Thornber and carried to approve the minutes of the council meeting held on August 18, 2020.

REPORT OF OFFICERS:

MAYOR:

- There are no changes to the COVID 19 city policy at this time.
- In your packets is a letter from a resident from North State Street complimenting and thanking the City and construction crew, Vinton Construction for the great job on the street.
- Officer Steve Petrie introduced newly hired part-time police officer Morgan Winkler. Winkler did an internship with Chilton and was hired on June 16, 2020. She is also a part-time officer with the City of Kiel.
- The city and the police union met last week for the first round of discussions on the police union contract.
- The city will not have a North State Street ribbon cutting ceremony due to the COVID-19 pandemic. The M-B Company wanted to celebrate their expansion with a ceremony but decided to cancel due to COVID-19.
- The Employee Recognition luncheon held yearly will not take place this year. Instead Mayor Reinl will meet with each employee individually to hand out years of service awards.
- The Library has decided to go back to curbside drop off and delivery due to the safety of the employees, staff and patrons.

ADMINISTRATOR:

- Confirmation was granted to Accurate Assessment services to complete the 2021 market revaluation for the city. The last full revaluation was completed in 2009. The city remains in non-compliance due to the fact this process is required every ten years. Chilton is in year three of a blended contract which costs the city \$10,900.00 annually for 5 years. 2022 and 2023 will be routine maintenance.
- Seven applicants for the Administrative Assistant position have been received. We will be scheduling interviews for next week and would like to have a recommendation for council approval on September 15th.
- Geiser annexation paperwork and petition has been filed with the WI Department of Administration, school districts and Town of Charlestown. A fee of \$1150 was paid to the state upon submission. The department will conduct their review and will submit approval back to the city. Upon approval the city will need to adopt by ordinance which attorney McDermott has already prepared.
- Awaiting language from the WPPA regarding the Police union contract. This would be the latest clean version that would need to be reviewed again prior to formal council approval. Mayor Reinl, Council member Deehr, Administrator and Chief Plehn met with officers and union representatives last week to discuss final details.
- Recodification project (which had planning commission recommendation to spend \$8000 on chapter 16 language) is heading back to planning commission on September 9th, 2020. The City has received quotations to look at cleaning up the entire book of municipal code from two separate vendors. The process started with planning commission, so we would be looking to clean up their recommendation before asking for council approval. This would be a 2021 expenditure. Bids received range from \$6995 - \$8950 for the entire recodification process, with annual maintenance range of \$995 - \$1195.
- Ehlers (Public Finance Advisor) issued the POS (preliminary/official) statement for the funding of the TID#6 & TID#8 projects. Valuation of the project continues in advance of the bond sale. Moody's call scheduled for tomorrow morning. The City needs to conduct this call in order to have the appropriate rating which establishes bond rates for the municipal.

APPROVE FINANCIAL REPORT:

Moved by Thornber, seconded by Schmitzer and carried to accept the August 31, 2020 financial report.

DIRECTOR OF PUBLIC WORKS:

- The 2020 Dodge Ram pickup for the street department was delivered yesterday to replace a 2004 pickup.
- The Street department has been helping clean sewers and street sweeping.
- The biosolids storage tank at the Wastewater Treatment Plant has been emptied. They can now access the tank to clean inside and service the equipment inside. A mixer will need to be rebuilt.
- The water department is performing large water meter tests on meters 1 ½ inches or larger.
- As of 5:00pm yesterday, North State Street has been open for traffic.
- Vinton Construction has reached substantial completion on the North State Street project and a payment will be approved at the next council meeting.

- Calumet County is working on the jurisdictional transfer of North State Street to the City.

AUDIENCE PARTICIPATION:

Betty Schilling complimented the street crew (Vinton Construction) and DPW Chris Marx on the North State Street reconstruction project. Everyone did an “outstanding, awesome job”.

Ray Mueller, a member of the Chilton library board was present and informed the council about an incident that happened at the library last week regarding the mask policy. The police department was called to the library and the resident made allegations of mistreatment and harassment by the library staff and video taped the exchange and posted it on Facebook. Since the incident, the library decided to close the library and go back to curbside pickup and delivery of items for patrons. This also means patrons will not be able to access the computers.

REPORT OF COMMITTEES:

Council Member Deehr reported on the minutes of the August 19, 2020 Public Safety Meeting. Both the Fire Department and Emergency Medical Responder budgets were reviewed.

Fire Chief Schoenborn would like to purchase a commercial washer for the City. There is a lot of carcinogen product contamination on fire department turn out gear. To remove the contaminants, the gear needs to be rinsed six times. By purchasing this commercial machine, it can also be used by every city department especially due to the COVID-19 contamination and can be reimbursed through the Routes to Recovery Program.

Moved by Schmitzer, seconded by Gruett to approve the purchase of a commercial washing machine not to exceed \$9000.00 to be funded through the Routes to Recovery Program.

Roll call vote.

Gruett – aye	Kragh – aye	Loose – aye	Thornber – aye
Schmitzer – aye	Goebel – aye	Deehr – aye	Schoenborn - aye

Eight votes cast. Eight votes aye. Motion carried.

Council Member Thornber reviewed the minutes from the August 24, 2020 General Government Meeting.

The City is interested in having the County Treasurer collect both installments of the property tax payments. The staff is very busy in December collecting taxes plus working on year end calculations, so vacation time off is very limited during the holidays. In January, the staff is getting prepared for the annual audit. If the County collects the taxes, it will allow the City Administrative staff time to perform other duties. The City received a cost-analysis totaling \$3,358.40 from Calumet County to collect municipal taxes based on the 2019 Statement of Taxes. The estimated fees are based on 1925 parcels in the city.

Moved by Thornber, seconded by Goebel to introduce, adopt and waive the reading of Resolution No. 1833, a Resolution Authorizing Calumet County to Process Municipal Tax Collection. Roll call vote.

Gruett – aye	Kragh – aye	Loose – aye	Thornber – aye
Schmitzer – aye	Goebel – aye	Deehr – aye	Schoenborn - aye

Eight votes cast. Eight votes aye. Motion carried.

The City received \$2,371.40 from the Wisconsin Elections Commission as part of the Coronavirus Aid, Relief and Economic Security (CARES) subgrant program. The grant award comprises of a \$200.00 base fee plus \$1.10 per registered voter (1974) as of June 1 in the City of

Chilton. The funds are for additional costs associated with the national emergency related to the coronavirus and should be spent for the 2020 Federal election cycle.

Deputy Meyer would like to purchase a Paper Folder and Letter Opener from Martin Yale to be used for the November 3, 2020 Presidential Election. Both items can also be used for water and sewer billing. The total package price is \$4,299.00. The CARES subgrant funds of \$2371.40 can be used and the additional \$1927.60 can be paid from the water and sewer departments. Admin. Asst Judy Thiel researched the items and found the Martin Yale products to have the best performance rating.

Moved by Schmitzer, seconded by Deehr to purchase a Ballot Folder and Opener from Martin Yale for a cost of \$4,299.00. Funds from the CARES subgrant program totaling \$2371.40 will be used in addition to funds from the water and sewer departments. Roll call vote.

Gruett – aye	Kragh – aye	Loose – aye	Thornber – aye
Schmitzer – aye	Goebel – aye	Deehr – aye	Schoenborn - aye

Eight votes cast. Eight votes aye. Motion carried.

The City contracted with Heartland Business Systems to provide the City with new server/storage solutions to upgrade existing infrastructure and configure Office 365 for users. This included installing Webroot antivirus and offsite backup. Heartland just completed this project and now the City needs to contract for managed IT support. Heartland quoted a price of \$12.95 per month per computer and \$59.95 per month per server for basic monitoring and management of computers. The quote also included a \$2000.00 Flex services cost for help desk support. The \$2000.00 is prepaid service dollars for service above and beyond normal monitoring and maintenance. The City will pay \$2000.00 up front and when support calls are made from the City to Heartland, Heartland will calculate the billable time and it will be drawn down from the initial \$2000.00.

Moved by Deehr, seconded by Loose to contract with Heartland Business Systems for IT managed services totaling one time fees of \$2460.00 and monthly recurring fees of \$408.15. The fees include \$12.95 per computer per month and \$59.95 per server per month in addition to paying \$2000.00 Flex service costs. The computer costs will be paid for by each department. Roll call vote.

Gruett – aye	Kragh – aye	Loose – aye	Thornber – aye
Schmitzer – aye	Goebel – aye	Deehr – aye	Schoenborn - aye

Eight votes cast. Eight votes aye. Motion carried.

NEW BUSINESS:

The Fire Department would like to apply for a grant from the Chilton United Fund to purchase medical bags for the Emergency Medical Responders.

Moved by Schmitzer, seconded by Schoenborn to introduce, adopt and waive the reading of Resolution No. 1834, a resolution authorizing the Fire Department to apply for a Chilton United Fund Grant for Emergency Medical Responders. Roll call vote.

Gruett – aye	Kragh – aye	Loose – aye	Thornber – aye
Schmitzer – aye	Goebel – aye	Deehr – aye	Schoenborn - aye

Eight votes cast. Eight votes aye. Motion carried.

Mayor Reinl advised the Council of the City's advancing funds for TID #8 expenses for the M-B Company expansion. Ehlers has been hired to initiate long term borrowing for TID #8 through general obligation bonds which will be processed later in September.

Moved by Thornber, seconded by Goebel to introduce, adopt and waive the reading of

Minutes of Council Meeting 9-01-2020

Resolution No. 1835 a Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing. Roll call vote.

Gruett – aye	Kragh – aye	Loose – aye	Thornber – aye
Schmitzer – aye	Goebel – aye	Deehr – aye	Schoenborn - aye

Eight votes cast. Eight votes aye. Motion carried.

COMMUNICATION:

Distributed the August monthly building/plumbing report and minutes of the City Staff Meeting held on August 25, 2020.

APPROVE PAYMENT OF BILLS:

Moved by Schmitzer, seconded by Thornber to pay the bills. Check No. 85683-85731 and Voucher # 5063-5094 or accounts payable and payrolls totaling \$503,004.14. Roll call vote.

Gruett – aye	Kragh – aye	Loose – aye	Thornber – aye
Schmitzer – aye	Goebel – aye	Deehr – aye	Schoenborn - aye

Eight votes cast. Eight votes aye. Motion carried.

ADJOURNMENT:

Moved by Loose, seconded by Deehr to adjourn at 7:05 p.m. on September 1, 2020.
Motion carried.

Lisa Meyer, WCMC
Deputy City Clerk